CHARTER
MONTANA LTAP ADVISORY BOARD
MONTANA STATE UNIVERSITY-BOZEMAN

May 2024

Mission

The Montana LTAP (LTAP) was established as the Montana Rural Technical Assistance Program and began operations January 1, 1983. The LTAP mission is to foster a safe, efficient, environmentally sound transportation system by improving the skills and knowledge of local transportation providers through training, technical assistance, and technology transfer. Operation of the LTAP is funded by the Federal Highway Administration (FHWA), Montana Gas Tax, MDT, and Montana State University (MSU-Bozeman). Specifically, the LTAP assists state and county road offices and city street departments in accessing training and educational resources focused on street, road, and bridge maintenance and repair and provides worker safety training courses and material. The LTAP program is part of the Western Transportation Institute (WTI) at MSU. The operational management of the LTAP is the responsibility of the LTAP Director, including the annual work plan, program direction, training content, and overall direction of the LTAP program. The annual workplan is reviewed and approved by the LTAP Advisory Board and is to be in conformance with the guidance of the National LTAP Strategic Plan as issued by FHWA Center for Local Aid Support. The LTAP Director reports to the WTI Director.

The LTAP Program is committed to our mission of providing local assistance with professional education, roadway safety education, workforce development, and safety and health concerns. To achieve the mission's goals, LTAP offers comprehensive or limited on-site safety training, on-site technical assistance, and hosts multiple training events and conferences. Program content and focus are adjusted to meet the needs of Montana's local agencies in consultation and cooperation with Montana Association of County Road Supervisors (MACRS) and other customers. Input is received through reviews and user needs assessments that are part of training events that include the MACRS Annual Conference, Snow Rodeos, Asphalt Conference, and training throughout the State. In addition, LTAP conducts outreach activities, both on and off-site, by providing agencies with safety and operations-relevant information and materials, and training or continuing education (e.g., seminars, certifications when feasible, continuing education units) relevant to their needs. LTAP offers an affordable solution to ensure the staff of public works departments are well-trained, educated, and safe for our local roadway agencies.

Advisory Board

The Montana Local Technical Assistance Program (LTAP) is guided by a self-governing Advisory Board (the Board). Any changes to the Charter must be approved by the majority members of the Board with the representative from the Montana Department of Transportation (MDT) as the final approval authority. The MDT representative is the chair of the Advisory Board, or the Chair. The Advisory Board's primary role is to provide guidance and representation for the

program's constituents in Montana, ensuring our services remain relevant and beneficial to those with whom we serve.

Governance

The purpose of the LTAP Board is to provide external input, feedback, and support to Montana LTAP Management to ensure that the programs are effectively serving the needs of all its constituents. Furthermore, the Board serves as an advocacy group on behalf of the Montana LTAP. This external interaction and support of the board members is considered vital for the program to successfully fulfill the LTAP grant requirements and objectives.

1. The LTAP Director and MDT representative (the Chair) are standing members of the Advisory Board and will serve as the primary points of contact.
2. The FHWA Montana Division Office staff assigned to oversee LTAP is a standing member of the Advisory Board and will offer assistance and advice when requested.
3. A Board member may attend in person or via remote means. A Board member may send a representative as a proxy to an Advisory Board Meeting in his/her absence.
4. A majority of the voting members of the Board constitute a quorum for the conduct of business.
5. Remote Ballot votes, such as using email, may be conducted by the Board members.
6. The appointment of the LTAP Director is recommended by the WTI director to the Board and subject to approval by majority vote.
7. As needed, the Board can recommend that the WTI Director make LTAP operational improvements based on constituents' feedback and performance evaluation.
8. The Montana LTAP performance will be evaluated based on the approved annual work plan set by the Board and goal achievement articulated in the quarterly reports.
9. Based on documented poor performance, the Board by majority vote may recommend to the WTI Director to remove the LTAP Director per MSU policies.

Membership

1. The Board shall consist of a minimum of five (5) voting members with no more than seven (7) voting members. The Chair, in consultation with the LTAP Director, makes recommendations regarding board member replacements.
2. Members of the Board shall be representatives of the following key stakeholders:
    a. MDT Representative who is the Chair of the Board with MDT Chief Engineer being the default Representative (voting)
    b. MDT Maintenance or Planning representative (voting)
    c. Executive Director of Montana Association of Counties (MACo) (voting)
    d. President of Montana Association of County Road Supervisors (MACRS) or a MACRS Board appointed Representative (voting)
    e. Executive Director of Montana League of Cities and Towns (MLCT) (voting)
    f. FHWA Montana Division Office staff assigned to LTAP oversight (non-voting)
    g. Director of the Western Transportation Institute (WTI) at MSU (non-voting)
3. The Advisory Board will meet a minimum of once per year. Additional meetings may be held at the discretion of the Board.

4. Modification to this Charter must be initiated by a member of the Board and approved by a majority of the Board.

Board Member Responsibilities

To help make the best decisions and provide sound direction to Montana LTAP, board members should:
1. Be responsive to emails and polls to set up meetings.
2. Attend the annual planning meeting (spring) and participate in establishing the Montana LTAP plan, including reviewing the draft Annual planning document and providing constructive input.
3. Review quarterly reports and provide constructive feedback. Quarterly reports are required to be submitted to FHWA through MDT by the 30th day of the month following the end of each quarter (April 30, July 30, Oct 30, Jan 30). LTAP will email the quarterly report to MDT and FHWA and include board members. Board member review is two weeks following that email delivery of the quarterly report. If a board member does not respond within two weeks of delivery of the quarterly reports, the no-response signifies agreement with the report.
4. Board members are expected to bring complaints or concerns to the Chair regarding LTAP performance. Concerns should be based on actual performance issues relatable to the work plan, goals, and mission of LTAP Program. The LTAP Director will be notified of their concerns and provided with the opportunity to discuss with the Board for resolution. The resolution to concerns and complaints of significance will be documented in furtherance of the goals of the LTAP program.
5. Ensure that the Montana LTAP's activities are advancing its mission.
6. Ensure that Montana LTAP is following this charter, adopted bylaws, adhering to the mission, and obeying applicable laws and regulations.

LTAP Responsibilities to the Board

1. Prepare and submit the annual work plan by mid-March.
2. Prepare and submit a summary of the previous year's FHWA annual reporting on program delivery.
3. Plan and schedule annual work plan meeting.
4. Prepare and submit quarterly reports.
5. Inform the Board of significant complaints or issues related to the LTAP Mission received and provide actions taken to resolve them. Unresolved complaints will be an action item at a Board meeting.